

Policy: PK 01-11  
Policy Title: Westfield Parks & Recreation Special Event Policy  
Policy Purpose: Establish Non-Park Special Event Protocol  
Implementation Date: March 1, 2011  
Revision Date: ~~January 1, 2016~~

CITY OF WESTFIELD  
PARKS AND RECREATION DEPARTMENT  
NON-CITY SPONSORED ~~SPECIAL~~ EVENT POLICY

Commented [MJ1]:

*Public Rental*

A. Purpose and Intent

1. The Westfield Parks and Recreation Department assists in bringing group events to Westfield that contribute to the community's quality of life. In the continuing efforts by the City to provide the public with quality recreational choices in well maintained, clean, and safe parks, Westfield has developed the following standard operating procedures to review requests for Special Events to be held in the City Parks.
2. Park facilities may be made available for non park related uses consistent with the policies herein and subject to availability.

B. Definition

1. ~~Special~~ Event.

"~~Special~~ Event" means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more people than an individual shelter rental could accommodate or a group activity in which a specific park space is requested to be reserved. ~~Special~~ Events are not defined as casual park use by visitors or tourists, or individual shelter rental.

C. Uses

1. Priority shall be given to groups and individuals whose request reflects significant community interest and general value. The Westfield Parks Director or his/her designee will review and balance each request. The Westfield Parks Director or designee reserves the right to refuse rental/use.
2. Applicants wishing to use the park facilities shall meet requirements as outlined in the Eligible User Groups as developed by the Westfield Parks and Recreation Department.

### C. Consideration

1. Scheduling priority will be given according to the order indicated below with Group 1 having the first priority and Group 4 having the last. Scheduling will be on a first come, first served basis within a group. A Group 1 organization may bump a lower priority group with a one month or greater notification.
2. In order to recover some of the costs associated with ~~special~~-events, ~~Special~~-Event Public Safety and Maintenance Fees may be charged.
3. The Westfield Parks Director reserves the right to waive rental fees.
4. Facilities shall be available for only non profit uses. Any exceptions shall be at the sole discretion of the Westfield Parks Director or designee and shall be evaluated by the benefit to the public.
5. In an emergency, the Parks Department shall cooperate with recognized state or federal agencies in the use of all park facilities without charge, superceding all other scheduled events and uses.
6. ~~Special~~-Events such as weddings or funerals shall be scheduled under exceptional conditions and as schedules allow.
7. City employees wishing to host a special event other than a shelter rental for individual use will adhere to this same policy.

### F. Eligible User Groups

<b>Group 1: Direct City Related Activities</b> E.g. City Department meetings, classes, special events, or activities	No Rental Fee No Maintenance Fee No Public Safety Fee
<b>Group 2: Joint Sponsored Events</b> E.g. DWA, Washington Township Parks Department, Hamilton County Parks Department, Schools and Education Foundation, Library	No Rental Fee No Maintenance Fee No Public Safety Fee
<b>Group 3: Civic and Service Organizations, Non-Profits</b> E.g. Scouts, 4-H Clubs, Youth Athletics, Youth Organizations, Rotary, Lions, Kiwanis, Churches, Chamber of Commerce, <del>Program Providers</del> , other Community Groups	Rental Fee Maintenance Fee Public Safety Fee (if necessary)
<b>Group 4: Private Businesses, Organizations, and Citizens</b> Acceptable events will be determined by Parks & Recreation Director	Rental Fee Maintenance Fee Public Safety Fee (if necessary)



2. The requesting party shall protect and hold harmless the City of Westfield and its **elected officials, employees, staff and representatives, and each of them**, from any and all claims, suits, liabilities, damages or causes of action of any kind, provided such person was acting in the discharge of his/her duties.

#### **I. Rules and Regulations**

1. Applicants shall comply with all Rules of Park Operations set forth in – Ordinance 10-28 PK 02-11. A copy is posted on the Parks Department webpage and is available upon request.
2. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any other space, equipment or apparatus unless it is approved in the application.
3. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations that govern use of the City Parks, and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the site. If proper care is not exercised, the continued use of the City Parks may be denied.
4. The sponsoring organization must provide adequate supervision and must ensure visitors use only the areas approved for rental/use. The organization will also provide all necessary supporting personnel such as medical personnel, parking attendants, set up and cleanup crews. A Public Safety fee may be charged if these services are deemed necessary to be provided by the City.
5. It is the sole responsibility of the user to secure additional trash receptacles or have trash hauled away if park containers will not accommodate the needs of the event. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. The Westfield Parks and Recreation Administration will determine if the size of the event requires a rental of an outside dumpster. Dumpsters are only to be placed in designated areas approved by the Westfield Parks and Recreation Administration.
6. The sponsoring organization is required to provide portable restrooms if the special event will have attendance of over 500 persons. The requirement is one portable restroom per 500 attendees. At least one in every three rented must be handicap accessible. Delivery must be at the latest date and time possible prior to the event and removed from Park property no later than 24 hours after the event. Westfield Parks and Recreation Department is not responsible for any damage to portable restrooms. Portable restrooms are to be placed only in designated areas approved by Westfield Parks and Recreation Administration. Vendors are responsible for any water supply hoses.

19. Failure to comply with these rules and regulation will be sufficient reason to cancel future privileges.

20. No Park Facility may be used for a special event without the presence of a City representative.

#### J. Fees and Charges

1. See Exhibit A.

Titled: CITY OF WESTFIELD PARKS AND RECREATION DEPARTMENT  
**SPECIAL** EVENT FEES AND CHARGES



Council Circle with Fire Pit, Fire Host (park staff), wood and fuel for fire, fire maintenance and extinguishing of fire, trail connection to Midland Trace Trail, 2-5 year old playground, 5-12 year old playground, drinking fountain, permanent grill, paved parking (eight spaces) and additional parking at the City Services Center.

**Old Friends Cemetery Park (302 S. Union Street) \$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged.

Amenities include: 1834 Historical Friends (Quaker) Cemetery in a beautiful serene setting in the heart of downtown Westfield, plaza, gazebo, Martha Doan Memorial Garden, stoned walkways, interpretive signage that shares Westfield's story, benches, drinking fountain, bike racks, adjacent to the Midland Trace Trail and Grand Junction Trail across the street.

**Monon Trail - \$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 12-foot paved asphalt trails with two-foot stone shoulders, drinking fountain, benches, Greyhound Pass Trail Head (1155 E. Greyhound Pass) with parking, bike racks and restrooms, connection to Carmel/Indy Monon Trail and the Midland Trace Trail.

**Midland Trace Trail - \$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: Three sections of the trail now open (Carey Road to Union Street; Oak Ridge Road to Quaker Park and Springmill Road toward Ditch); 12-foot paved asphalt trails with two-foot stone shoulders, drinking fountains, benches, bike racks, connections to Simon Moon Park, Old Friends Cemetery Park, Grand Junction Trail/Natalie Wheeler Trail, Downtown Westfield and Quaker Park; parking available at Simon Moon Park and Quaker Park.

**Grand Junction Trail - \$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 10-foot paved asphalt/brick trail with granite shoulder, benches, landscaping and bio-swailes; leisure urban feeling; connections to Midland Trace Trail, Natalie Wheeler Trail, Old Friends Cemetery Park, Union Bible College, close proximity to Hadley Park and Asa Bales Park.

**Natalie Wheeler Trail - \$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 12-foot paved asphalt trails, connecting to Grand Junction Trail, Cool Creek Park, future Cool Creek Trail extension and Liberty Park. Parking at Liberty Park and Cool Creek Park. North of 171<sup>st</sup> Street the amenities include: 10 foot paved asphalt/brick trail with granite shoulders, benches, landscaping and bio-swailes; leisure urban feeling; connections to Midland Trace Trail, Old Friends Cemetery Park, Union Bible College, close proximity to Hadley Park and Asa Bales Park.

**Programming Facility (330 E. Main Street) - \$100** for up to four (4) hours from 6 a.m. to 3 p.m. Mondays through Fridays, **\$20** for each additional hour. **\$300** for up to four (4) hours on weekends and after 3 p.m. Mondays through Fridays, **\$60** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities

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PERMIT FOR **SPECIAL** EVENT USE  
WESTFIELD PARKS AND RECREATION DEPARTMENT

ALL REQUESTS ARE TO BE SUBMITTED AT LEAST 30 DAYS PRIOR TO USE

(Exhibit B-Policy PK 01-11)

TODAY'S DATE: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_  
EVENT LOCATION: \_\_\_\_\_ SPECIFIC AREA: \_\_\_\_\_  
DATE(S): \_\_\_\_\_ HOURS: \_\_\_\_\_ APPROX. ATTENDANCE: \_\_\_\_\_  
EVENT NAME: \_\_\_\_\_ EVENT PURPOSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify, in as much detail as possible, what will be required for the event. Include set up (tents, tables, chairs), technology needs, use of public address systems, power, and who is supplying and setting up this equipment. Also, include event signage. Attach a map of the event layout.

*A Certificate of Liability Insurance in the amount of \$100,000 property damage per occurrence and \$1,000,000 bodily injury per occurrence naming the City of Westfield as additional insured required. Certificate is due with payment of damage deposit and fees.*

A signed Permit **f**For **Special** Event Use form must be on file with the Park Administration Office to confirm scheduling of your event.

REPRESENTATIVE \_\_\_\_\_ ALTERNATE CONTACT NAME & PHONE \_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY:

DEPOSIT AMT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RENTAL FEE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
PUBLIC SAFETY FEE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ MAINTENANCE FEE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
APPROVED/DENIED: \_\_\_\_\_  
CERTIFICATE OF INSURANCE RECEIVED: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_